

**SECRET**

C-O-P-Y

6 November 1956

MEMORANDUM TO: Chief, FK Support Base, [redacted] 25X1  
THRU : Chief, Support Branch, [redacted] 25X1  
FROM : Records Management Officer  
SUBJECT : Preliminary Records Survey

**I. PURPOSE**

To make a preliminary survey of the [redacted] 25X1 for the purpose of determining the amount of time and personnel necessary for implementing a Records Management Program.

**II. FINDINGS**

As a result of the survey, an estimated 3100 cubic feet of material is maintained in over 460 pieces of filing equipment in the [redacted] 25X1 and [redacted] areas. 25X1

**III. RECOMMENDATIONS**

- a. That a comprehensive records survey be made of all records in the above areas.
- b. That from the information contained in the survey, a records control schedule be prepared, coordinated and approval obtained by all interested components.
- c. That an area be designated as a records storage center and procedures be prepared and implemented to effect the orderly retirement of inactive records.
- d. That a study be made for the installation of the subject numeric file system, as used in Headquarters, to cover administrative and nontechnical files.
- e. To advise and recommend any necessary changes which will provide for an improved Records Management Program.

**IV. PROPOSAL**

If the foregoing recommendations are approved, it is estimated that a team of two records analysts will be needed for a period of at least six months to complete the assignment.

**SECRET**

MOR/CDF